

19 August 1976

OFFICE OF FINANCE NOTICE NO.: 4-TQ

SUBJECT : Counseling

RECISSION: OFN 5-75

A. GENERAL

This notice establishes Career Counseling Policy and Procedures within the Office of Finance.

B. DEFINITION

1. Career counseling is that periodic counseling conducted to provide career enhancing direction, to recognize achievement, and to discuss deficiencies and remedies, and equally important to keep in touch with employees at all levels.
2. Equal Employment Opportunity Counseling is that counseling conducted to resolve complaints of discrimination because of race, color, religion, sex, national origin, or age (between 40 and 65).

C. POLICY AND PROCEDURES

1. Career Counseling

- a. Immediate supervisors are responsible for counseling employees with respect to on-the-job performance. This responsibility is normally accomplished on a day-to-day basis and in conjunction with the presentation of the annual fitness report.
- b. The chairperson of the respective career panels, in concert with panel members, is responsible for identifying those careerists to be formally counseled by the Executive Officer and/or the Administrative Officer.
- c. Employees are invited to request counseling at any time. The Director and Deputy Director of Finance as well as the Executive and Administrative Officers will make themselves available upon request.

d. During a counseling session and in addition to discussing future plans, assignments, training, problems, and deficiencies, the Careerist may request and be provided with information relative to his/her standing on the Competitive Evaluation Listing.

e. Counselors are to take into consideration Fitness Reports, performance characteristics, background of the employee and any other pertinent considerations in order to be in the best possible position to recognize achievement, discuss deficiencies and remedies and provide career enhancing direction.

f. Counseling Services are also available through the auspices of the Office of Medical Services. Arrangements for personal, professional counseling can be made, on a confidential basis.

2. Equal Employment Opportunity Counseling

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[REDACTED] establishes Equal Employment Opportunity policy for the Agency, and describes in detail the procedures for resolving complaints of discrimination because of race, color, religion, sex, national origin or age. Employees who believe that they have been discriminated against must seek the advice of an Equal Employment Opportunity Counselor within 30 calendar days after the problem arises.

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[REDACTED] Deputy Director for Audit and Surveys is the Office of Finance EEO Officer and Counselor, but employees may consult any Agency EEO Counselor. Names can be obtained from the Office of EEO, [REDACTED] If a satisfactory solution is not found within 21 calendar days by working with the EEO Counselor, the employee may then file a formal complaint with the Director of Equal Employment Opportunity [REDACTED] who, if the complaint is accepted, will appoint an investigator who will make a formal investigation of the complaint and report the results to the D/EEO for action. A copy of the investigation file is also given to the complainant.

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Thomas B. Yale
Director of Finance